Discontinuing NEFs/Adding a Secondary E-mail Address/Adding a Secondary E-mail Address for a Specific Case

Introduction

This document gives you step-by-step instructions for discontinuing receipt of Notices of Electronic Filing (NEFs), for adding a secondary e-mail address to your cases, and for adding a secondary e-mail for a specific case.

The clerk's office suggests that you add at least one secondary email address to all of your cases. The secondary e-mail addressee will receive *Notices of Electronic Filing (NEFs)* for every document filed in your cases and will also receive a free look – within the 15-day window – at the documents via the hyperlink in the e-mail NEF.

Note: You may add more than one additional secondary e-mail addressee. All secondary e-mail addressees will receive NEFs, but only one of the additional addressees will receive a free look. The addressee to receive the free look will be whoever clicks on the document hyperlink first.

Notice to Discontinue NEFs

If you wish to discontinue receiving NEFs for cases in which the party you represent is no longer an active participant, then you would need to file a *Notice to Discontinue NEFs*.
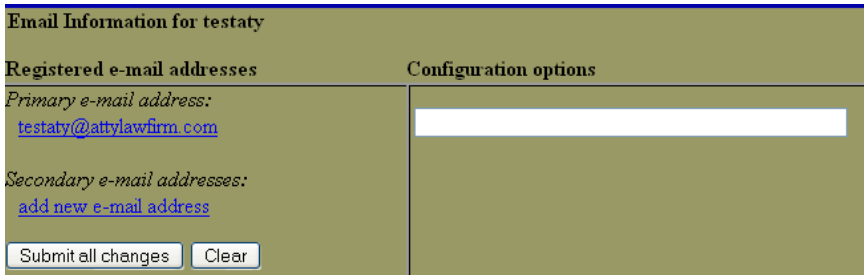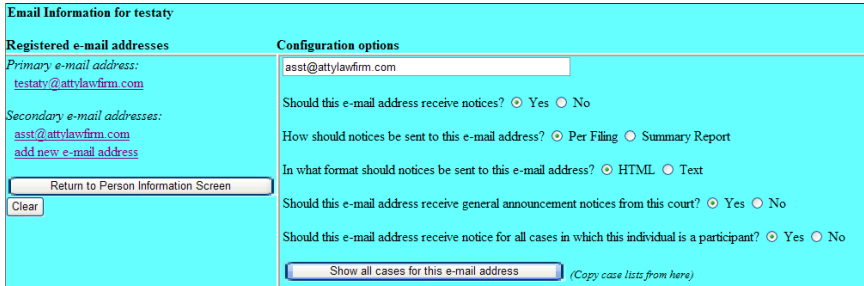
Once the *Notice to Discontinue NEFs,* is filed, the clerk's office will terminate your receipt of the NEF in that particular case. If you, as the primary e-mail addressee is not receiving NEFs, nor will any secondary e-mail addressees receive NEFs.

Discontinuing NEFs/Adding a Secondary E-mail Address/Adding a Secondary E-mail Address for a Specific Case, Continued

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Instructions for Adding a Secondary Email Address

To add a secondary email address to receive NEFs in **all** of your cases, take the following steps:

Step	Action
1	Log into CM/ECF for filing using your court issued EDVA ECF login and password.
2	Click on *Utilities* on the blue menu bar.
3	Click on *Maintain Your Email* link.
4	Click on the *add new e-mail address* link on the left of the screen.
5	Type in the secondary e-mail address in the white box on the right of the screen.
6	• Select a radio button for each of the configuration option questions that appear. • Select the *Yes* radio button for the question "Should this e-mail address receive notice for all cases in which this individual is a participant?" *Note:* See page 6 for an explanation of each configuration option.

Discontinuing NEFs/Adding a Secondary E-mail Address/Adding a Secondary E-mail Address for a Specific Case, Continued

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Instructions for Adding a Secondary Email Address (continued)

Step	Action
7	Click on the *Submit all changes* button on the left of the screen. *Note:* You may need to click additional *Submit* buttons to apply this change to all of your cases.

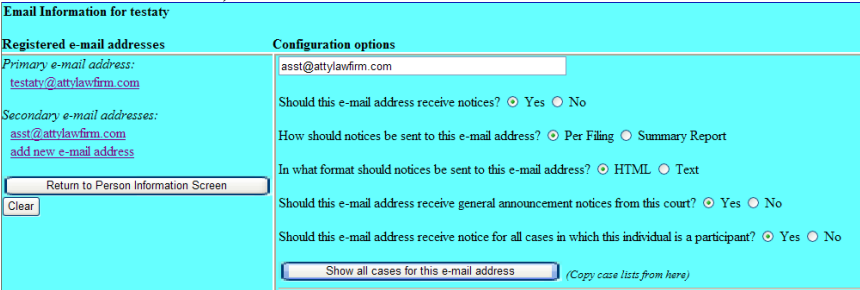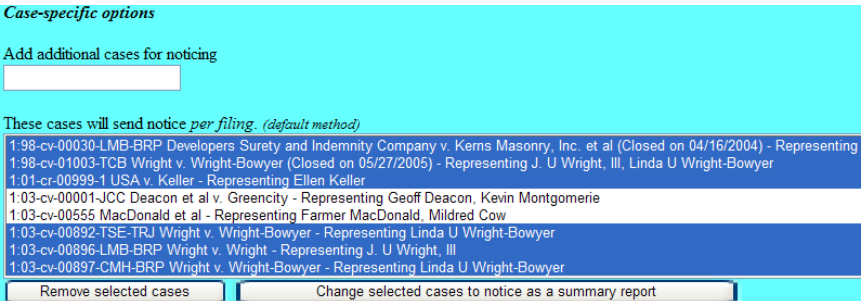**Instructions for Adding a Secondary E-mail Address for a Specific Case**

To add a secondary e-mail address to receive NEFs for a specific case, take the following steps:

Step	Action
1	Log into CM/ECF for filing using your court issued EDVA ECF login and password.
2	Click *Utilities* on the blue menu bar.
3	Click *Maintain Your Email* link.
4	Click the *add new e-mail address* link on the left of the screen.

Instructions for Adding a Secondary E-mail Address for a Specific Case (continued)

Step	Action
5	Type in the secondary e-mail address in the white box on the right of the screen.
6	• Select a radio button for each of the configuration questions that appear. • Select the radio button *No* for the last question "Should this e-mail address receive notice for all cases in which this individual is a participant?" (This question only appears for secondary e-mail addresses.) *Note:* See page 6 for an explanation of each configuration option. If the attorney is associated with cases, those cases will automatically populate the per filing method or summary report method for noticing depending on the answer to the configuration option chosen as shown above.

Instructions for Adding a Secondary E-mail Address for a Specific Case (continued)

Step	Action
7	Remove all the cases in the list except for the case in which the secondary e-mail addressee is to receive NEFs by selecting those cases. To select the cases click on the one case and then press and hold the "Ctrl" button on your keyboard while selecting all of the cases that you want to remove. Once all the cases have been highlighted, click the *Remove selected cases* button.

If the case is does not appear in the list, then type in the case number in the white box to select a case that is not associated with the primary e-mail addressee:

If you typed the case number…	Then…
To include the divisional office number and two letter case type designation (i.e., 1:08-cv-113)	• Click the *Find This Case* button. • Click the *Add case(s)* button.
Without the divisional office number and two letter case type designation (i.e., 08-113)	• Click the *Find This Case* button. • Click the white box next to the case number you want. • Click the *Add case(s)* button.

Note: The case number/name appears in the first box titled *These cases will send notice per filing.* To change the receipt of notices to a summary report, click on the case number/name in the box and then click the *Change selected cases to notice as a summary report.* To remove the case, click on the case number/name and then click the *Remove selected cases* button.

Instructions for Adding a Secondary E-mail Address for a Specific Case (continued)

Step	Action
8	Click the *Submit all changes* button.

Configuration Options for E-Mail Addresses

The following chart explains the configuration options for E-Mail addresses:

Option	Description
Should this e-mail address receive notices?	For the primary e-mail address, the default is **Yes**. It is not recommended that you change this response to **No**. If you change this response to *No*, then the primary e-mail address will **not** receive notices of electronic filing (NEFs).
How should notices be sent to this e-mail address?	Sets the default delivery method for notices sent to this address. If **Per Filing**, an e-mail will be sent for each individual NEF. If **Summary Report**, one daily summary email notice that lists all the filings for that day will be sent; if this option is selected, an additional option is added to the screen: *Should this e-mail address receive a "no activity" notice when no summary noticing occurs?* If **Yes**, the Daily Summary Report email will include the message *"no transactions found for this time period"* when no activity occurs in the cases for which the user is configured to receive summary notices. If **No**, then no email will be generated when there is no activity in the cases.

Discontinuing NEFs/Adding a Secondary E-mail Address/Adding a Secondary E-mail Address for a Specific Case, Continued

Configuration Options for E-Mail Addresses (continued)

Option	Description
In what format should notices be sent to this e-mail address?	Controls the format of the e-mails – either HTML or Text.
Should this e-mail address receive general announcement notices from this court?	If **No**, the user will not receive general court announcement e-mail message unless the court overrides the user's preference (e.g., the message is urgent and must be sent to all users).
Show all cases for this e-mail address button.	Displays a list of all of the cases for which the user is configured to receive NEFs.
Should this e-mail address receive notice for all cases in which this individual is a participant.	This question only appears for secondary e-mail addresses. If *Yes* is selected, the secondary e-mail addressee will receive NEFs for all of the cases in which the primary e-mail addressee is a participant. If *No* is selected, the secondary e-mail addressee will receive NEFs for only those cases that are selected.